

REQUEST FOR PROPOSALS

Sealed bid proposals will be received for the following project:

**2008 Facility Improvements
Contract 1 – Phone System Replacement
Lake Linden-Hubbell Public Schools**

Bid Proposals are due to the Superintendent's office of Lake Linden-Hubbell Public Schools at **2:00 PM** local time, **Wednesday, December 17, 2008**. Bid Proposals shall be received for a single prime contract.

Project includes:

Replacement of the existing telephone system serving the High School and Elementary School Buildings and all existing telephones.

Bid proposals shall be submitted, in duplicate, on forms supplied by the Architect, to the Owner:

**Lake Linden-Hubbell Public Schools
Attn: Mr. Randall Roberts, Superintendent
601 Calumet Street
Lake Linden, MI 49945**

Bid Proposals shall include:

1. Qualifications:
 - a. Similar project experience specifically related to phone system programming. Include company experience and staff experience.
 - b. Identify project team and availability of staff for warranty issues.
 - c. Hardware specifications and products included in Proposal.
2. Fee:
 - a. Include labor, materials, equipment and services necessary to complete a phone system that meets the specifications.
3. Service/Maintenance Contracts if applicable.
 - a. Services provided and associated fee.

Each firm that submits a bid proposal will be scheduled for a 45 minute presentation on Thursday, December 18, 2008 to present their proposal and answer questions from representatives of the School District. Please provide a sample of the phones during the presentation.

Plans and specifications are available from the office of the Architect:

Hitch/OHM
46479 US Hwy. 41, P.O. Box 9
Houghton, Michigan 49931-0009
(906) 482.0535; (906) 482.6453 - FAX

Plans and specifications are also available for viewing on our website @ www.hitch-ohm.com.

Prior to receiving plans and specifications, bidders shall submit a check payable to Hitch; **\$25.00 non-refundable handling fee.**

Each bid shall be accompanied by a certified check payable to **Lake Linden-Hubbell Public Schools** for 5% of the base bid or by a satisfactory bid bond executed on AIA Form A310, or other form acceptable to the Architect.

No bid may be withdrawn within a period of **sixty (60)** days after the date set for bid opening.

Bidders shall attend a mandatory pre-bid meeting and building tour at the site at **3:30 PM, Tuesday, December 9, 2008**. The Architect will meet bidders and conduct them about the premises.

Special attention is brought to minimum wage and fringe benefit requirements to be paid under this contract.

All bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District. The Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.

The Owner will not consider or accept any bid received after the date and time specified.

The Owner reserves the right to reject any and all bids and to waive any and all formalities and irregularities in the bids received.

**Randall Roberts
Superintendent**